

**NON-UNION****VACANCY NOTICE****#04-05****CS-376**  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <b>IMPLEMENTATION AIDE</b>	
	SALARY RANGE: (122A) \$33299-\$37793	CLASSIFICATION CODE: 02504300
	Labor & Training Workers' Compensation	REFERENCE POSITION NO.: 1 Position
	Department or Agency Name Division/Section/Unit	APPLICATION PERIOD: 02-21-05 / 02-25-05
	Assignment(s) / Comments	
General Information to Candidate	Shift and Days: 1st Shift (Monday - Friday)	
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u>	
	Name of Bargaining Unit Union:	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
Statement of Duties	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>	
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
Minimum Education & Experience	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Where to Apply	<b>DUTIES / RESPONSIBILITIES:</b>	
	To assist a high level state official by performing moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs whose effects encompass all departments and agencies of state government; and to do related work as required.	
Where to Apply	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>EDUCATION:</b> Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and <b>EXPERIENCE:</b> Such as may have been gained through: considerable employment in a position of state government assisting a high level state official by performing, at minimum, moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs that had effect on all departments or agencies. <b>OR</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Walter L. McGarry Human Resources, Bldg. #72-1 1511 Pontiac Avenue Cranston, RI 02920	Telephone #: <b>462-8840</b> TDD #: <b>462-8464</b> (Telecommunication Device for the Deaf) Fax#: <b>462-8849</b>

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER**

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